



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 11 - 037**

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** Secretary, FSN – 7; FP - 7  
(Salary approx. Tk. 40,000 per month)

**OPENING DATE:** May 30, 2011

**CLOSING DATE:** June 12, 2011 (before 4:30 p.m.)

**WORK HOURS:** Full-time; 40 Hours/5 days per week

**NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking applications for the position of **Secretary** to the Public Affairs Officer/Director of the American Center in the Public Affairs Section (PAS).

**BASIC FUNCTION:** The incumbent serves as personal assistant and secretary to the Public Affairs Officer (PAO)/Director of the American Center. S/he is the office manager for the Public Affairs Section (PAS), responsible for performing a comprehensive range of clerical, typing, procedural, and administrative support functions connected with overall countrywide programming activities.



Serves at the PAS nerve center, including communications with other offices/sections of the Mission and is a point of contact for the PAO during mission outreach programs. S/he will be responsible for the petty cash account as necessary with appropriate approval(s).

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- ✚ Prepares all correspondence, memos, letters, reports, statistics, and cables per the instructions of the Public Affairs Officer. Keeps a chronological record of all incoming and outgoing faxes, e-mails and letters. Examines monthly telephone bills to identify official and personal calls for billing purposes. Serves as Front Office receptionist for the PAO. Trains the receptionist and admin clerk on all aspects of the office environment and systems.
- ✚ Requisitions official supplies and arranges routine repairs on office equipment and furniture. Plans, develops, and organizes the post filing system in accordance with State Department's guidelines; maintains a variety of documents, papers, files, and background information on post programming and administrative activities and provides these to the PAO for preparing or reviewing related reports. Initiates new files and discards obsolete records per established guidelines. Receives, controls, and distributes incoming correspondence, communications, cables and other printed materials among the various elements of the Public Affairs Section. Reviews outgoing correspondence, reports, etc., for format, grammar, and punctuation and removes and corrects typographical errors before forwarding to the PAO for signature; writes simple or repetitive routine letters, memos, etc., for PAO's signature. Prepares invitations for PAO's representational functions; prepares RSVP responses on behalf of the PAO.
- ✚ Receives and screens visitors and callers, including VIPs from the U.S., Bangladesh, and other countries, and answers program inquiries as appropriate. Maintains background information on a variety of subjects and provides it to the PAO to assist in dealing with visitors and other callers. In addition to maintaining the PAO's calendar, s/he ensures that there are no conflicting appointments, meetings, or visitors and ensures that the PAO is fully briefed on matters to be considered before such meetings or calls. Maintains a list of important visitors. Reminds PAO (and other staff members) of appointments and other obligations to be met; anticipates, plans and prepares appropriate documents and instructions to request travel arrangements for the travel section; obtains tickets and hotel confirmations; and makes transportation arrangements. Coordinates and assists in arrangements for PAO's representational functions by keeping



cuff accounts of costs incurred; ensures all necessary arrangements for events, conferences and meeting required by the PAO are made; and follows up with participants regarding their obligations and commitments.

## **QUALIFICATIONS REQUIRED:**

- 1. Education:** Minimum a bachelor's degree in Arts, Commerce, or Science is required. *(You must attach a copy of your bachelor's degree certificate along with your application form.)*
- 2. Language Proficiency:** Level IV (Fluent) speaking/reading English and Bangla is required. English and Bangla language proficiency will be tested.
- 3. Prior Work Experience:** Minimum four years of progressively responsible secretarial **or** related administrative experience is required.
- 4. Knowledge:** Working knowledge of public affairs; protocol; professional office procedures and policy instructions; social, business and diplomatic customs; general knowledge about post programs and organizational set-up are required.
- 5. Skills and Abilities:** Should have level II in typing. Must have specialized training in typing, office practices, and word processing. Possess tact, poise, and discretion to deal with the innumerable high level official visitors to the PAO's office, providing information to them as required. Proficiency in organizational and administrative skills, including efficient operation of Work Processing software is required.

## **SELECTION PROCESS:**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in their application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.



3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

#### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

1. Form DS-174, "Universal Application for Employment as a Locally Employed Staff or Family Member" (UAE). **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

#### [Application Form](#)

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:**

- I) A passport size photograph (taken within six months),**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**



**Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.**

**SUBMIT APPLICATION TO:**

Human Resources Office  
Attention: HRO  
Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212

**All candidates** must submit the Universal **Application for Employment form** DS-174 either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.**

Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at <http://dhaka.usembassy.gov/>

**POINT OF CONTACT:**

Human Resources Assistant  
Telephone # 885-5500 (between 10am to 11am Sunday thru Thursday)

**DEFINITIONS:**

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling



- is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:



- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: June 12, 2011**

**NOTE:** *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”*



***The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.***

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared by:

HRO:

PAO:

FMO:

MGT: